



MEMORANDUM
COUNTY EXECUTIVE OFFICE
Procurement Services Division
County of Placer

TO: Board of Supervisors DATE: December 15, 2020
FROM: Todd Leopold, County Executive Officer
By: Brett Wood, Purchasing Manager
SUBJECT: Countywide Temporary Staffing – SearchPros Staffing LLC

ACTION REQUESTED

Approve an amendment to a competitively awarded Countywide contract with SearchPros Staffing LLC of Sacramento, CA for Temporary Staffing Services in the amount of \$350,000 for a new maximum amount of \$1,250,000 through December 31, 2020.

Approve the renewal of the Countywide contract with SearchPros Staffing LLC for Temporary Staffing Services in the maximum amount of \$900,000 for the period of January 1, 2021 through December 31, 2021, funded by department budgets on an as-needed basis for each fiscal year.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

Many County departments have a need for temporary staffing during periods of unusually high workload, intermittent employee absences, or to complete specific, short-term projects. The use of temporary staffing is not intended to replace or circumvent the County's standard hiring practices. To enable the use of temporary staff, a Countywide contract is traditionally established with an employment agency for use by all County departments. Placement is limited to the positions of Administrative Clerk-Journey and Account Clerk-Journey for most County departments, and Elections Technician and Elections Warehouse Worker for the Elections Department. All placements are monitored by the hiring departments to assure that applicable policies and statutory regulations are followed.

On May 30, 2017 your Board approved the award of competitive Request for Proposals No. 10621 to SearchPros Staffing, LLC (SearchPros) to provide these services to all County departments on an as-needed basis for the initial period of July 17, 2017 through December 31, 2018. Your Board also approved the option to renew the resulting contract for two additional one-year periods. The current contract was issued in the maximum amount of \$900,000 and will expire on December 31, 2020.

Most County departments have utilized their typical amount of temporary staffing services during the current contract period. However, the Elections Division has required a large number of temporary staff for activities related to the Presidential Primary Election that was held in March 2020 and the General Election that was held in November 2020. These election activities required more staffing than in a typical year, when there are smaller elections. In addition, the Health & Human Services Department has experienced an increased need for staffing to provide services related to the COVID pandemic. Funding for the current contract has been prematurely exhausted. It is estimated that an additional \$350,000 will be needed to support staffing needs for all County departments through the end of the contract period.

The current contract is scheduled to expire on December 31, 2020. Human Resources and the County departments who use these services the most have been pleased with the service provided by SearchPros and have requested renewal of the contract for another one-year period. SearchPros has agreed to renew the contract with a modest increase in their rates.

The increase is attributed to increased salaries required by changes in California's minimum wage rates for 2021. It is estimated that temporary staffing requirements Countywide will not exceed \$900,000 for the next year, primarily because there are no large elections scheduled for 2021.

Therefore, your Board's approval is requested to increase the current contract with SearchPros by \$350,000 to a new maximum amount of \$1,250,000 and to renew the contract for the period of January 1, 2021 through December 31, 2021 in the maximum amount of \$900,000.

FISCAL IMPACT

County departments budget for these expenses as necessary for each fiscal year. Funds are not encumbered until services are provided under the agreement.